


Check-In Job Guide – Standard Ballot

Check in a Voter	DO NOT ASK FOR ID UNLESS INDICATED BY POLLBOOK!!
	ACTION
	<ol style="list-style-type: none"> 1. Ask “What is your name and month and day of birth?” Voter’s name will display at the top of the screen as the name is entered. (Use the 4 – 3 + DOB method – enter first 4 characters of the voter’s last name and the first 3 characters of the voter’s first name then month and day in mm/dd format. Do not use apostrophes or hyphens. Once the name is found, no need to enter remaining letters or month and day of birth.) 2. Tap on the row where the voter’s name appears. The Voter Record will be displayed. 3. Ask “What is your address?” 4. Primary Election only: Discreetly ask “What is your party affiliation?” 5. If all information agrees, tap  button. The “Select Ballot” screen is now displayed. The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your full name and tap “OK” to continue. <i>Note: If voter’s information does not agree, determine whether to use Voter Update Form or issue a Provisional Ballot. If issuing a Provisional Ballot, continue on next page.</i> 6. Discreetly ask the voter, “Do you need assistance with voting?” 7. Tap [Select Paper Ballot] button. 8. A <i>Voter Authority Card</i> (paper) is automatically printed. Tear it off. 9. Ask the voter to verify their personal information and sign the <i>Voter Authority Card</i>. 10. Circle or highlight the Party Affiliation, Ballot Type and District/Precinct on the VAC, then write your initials. 11. Give the voter the paper <i>Voter Authority Card</i>. Direct the voter to the Ballot Table.
Forms	
<i>Voter Update Form</i>	<p>Purpose: To change or correct name, birth date, address, party affiliation, and record ID for a standard ballot voter, or report a death.</p> <p>Action: Judge completes top section (<i>Voter Information</i>). Voter completes applicable sections and signs. A Chief Judge takes completed form to place in the Document Jacket.</p>
<i>Orange Voter Authority Card – Provisional Voting</i>	<p>Purpose: Voter is not listed in the Pollbook. Call a Chief Judge for the form.</p> <p>Action: Judge completes front of form (at Check-in or Provisional table).</p> <ul style="list-style-type: none"> • Have voter verify information and sign front and back of form, then judge initials the form. • The voter takes the completed form to Provisional table.
<i>Unofficial Turnout Report</i>	The Chief attaches the “ <i>Consolidated Voter Counts Report</i> ” from the Pollbook to a blank <i>Unofficial Turnout Report</i> form, posted publicly at 11 a.m. and 4 p.m.

Check-In Job Guide – Provisional Ballot

ACTION	
1.	After determining the voter must vote provisionally, tap the “ Issue Provisional Ballot ” button. The “ Select Ballot ” screen will appear.
2.	Primary Election: Verify that the voter’s party is highlighted under “Select PARTY.”
3.	Tap on the white bar, next to “Select Ballot Reason”, and tap the number/description for the reason why the voter must be issued a Provisional Ballot. (NOTE: if there is more than one reason the voter must vote provisionally, enter the additional reason(s) manually in Step 5.)
4.	Tap “ Issue Provisional Ballot ” button. The <i>Provisional Voter Authority Card</i> will print.
5.	If there is an additional reason the voter must vote provisionally, write the appropriate reason code beside the printed reason code (found between the two lines of asterisks) on the <i>Voter Authority Card</i> .
6.	Ask the voter to verify the personal information and sign the <i>Voter Authority Card</i> ; then write your initials in the space provided.
7.	Give the <i>Voter Authority Card</i> to the voter. Direct voter to Provisional area.

Check-In Job Guide – Special Situations

Problem	Action
Cannot find voter using 4-3 + DOB method	Tap the “ Search State ” radio button. If voter is in State roster, but not in precinct roster, name will appear. Voter may be directed to home precinct to vote a standard ballot or may vote a provisional ballot.
Cannot find voter in State roster	Tap the “ Find by Address ” tab.
Voter is not in State roster	Summon a Chief. Chief may issue <i>Orange Voter Authority Card</i> .
Voter’s personal information is wrong	Obtain <i>Voter Update Form</i> : <ul style="list-style-type: none"> • To correct clerical error in name, address, or birth date, judge completes top section “Voter Information”, including voter ID number. Voter must sign form. Voter votes a standard ballot. • To change name or address (if moved less than 21 days ago), judge completes top section “Voter Information”, including voter ID number. Voter must sign form. Voter votes a standard ballot.
Voter moved more than 21 days ago	Voter must vote a Provisional ballot.
Voter reports a death	Obtain <i>Voter Update Form</i> . Judge completes “Voter Information” section for the deceased voter at top, voter completes “Death Notice” and “Signature of Voter” sections on <i>Voter Update Form</i> .
Voter status is “Inactive”	“Affirmation of Residency” automatically prints on Voter Authority Card. If voter signs “Affirmation of Residency”, voter may vote a standard ballot. If not, voter must vote a Provisional ballot.
Voter status is “Active - ID Required” or “Inactive – ID Required”	If voter can provide acceptable ID, voter and judge complete <i>Voter Update Form</i> and voter votes a standard ballot. If voter cannot provide acceptable ID, voter must vote a Provisional ballot.
Voter status is “Pend 1”, “Pend 2”, “ABS”, “Prov”, “Reg Issued”, or “Voted Early”	Voter must vote a Provisional ballot.
Voter claims different party (primary election)	Voter must vote a Provisional ballot for claimed party.
Extended hours	All voters must vote a Provisional ballot.